

# PowerShare Instructions for Your Image Request



**RADIOLOGY ASSOCIATES OF TALLAHASSEE PA**

1600 PHILLIPS RD, TALLAHASSEE, FL 32308-5304

Facility / Diagnostic Radiology

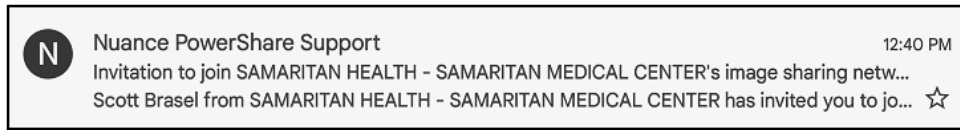
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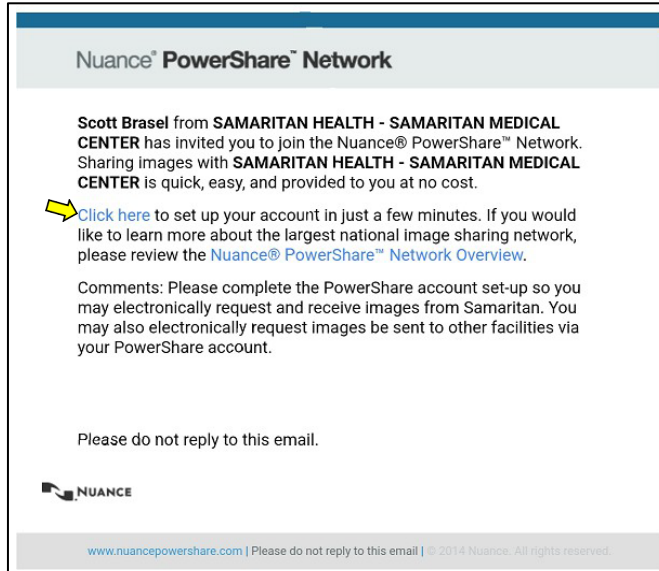
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## Creating Your Free Account

1. You will receive an email invitation from Nuance PowerShare Support asking you to join Radiology Associates of Tallahassee PA- image sharing network.



2. The email asks you to set up your personal account. Click on “**Click here**” to set up your account.



3. A window will open to set-up your PowerShare account. Your email address is your username and will fill in automatically.
  - a) Create a password for your account by adding it into the password and re-enter password sections. This is the password you will use for this sign-on and subsequent sign-ons.
  - b) Check the boxes below your password and then click the Continue button.

Nuance® PowerShare™ Network

**Welcome**

All fields are required

**Name**

Steve

Brown

**Account**

email@somewhere

\*\*\*\*\*

\*\*\*\*\*

Password Strength: **Good**

I'm not a robot

reCAPTCHA

I have read and accept the [Terms and Conditions](#)  
 I have read and accept the [HIPAA Agreement](#)  
 I hereby electronically sign a HIPAA release for any data shared with SAMARITAN HEALTH - SAMARITAN MEDICAL CENTER in the future  
 Allow SAMARITAN HEALTH - SAMARITAN MEDICAL CENTER to upload to my Image Folder

(Warning: By selecting this option you are granting full upload access to your account)

[Continue](#) or [Cancel](#)

- The PowerShare log in window will now appear. Click the “Bookmark this Page” button to easily return to the log in page in the future.

Enter your email address and the password you just created. Click the sign-in button.

Nuance® PowerShare™ Network

**Welcome, please sign in.**

[Bookmark This Page](#)

Email

Password

[Forgot Your Password?](#)

[Sign In](#)

Not a member yet? [Register](#)

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- The PowerShare website will open.

David James | [Help](#) | [Sign Out](#)

Nuance® PowerShare™ Network

Home | [Contacts](#) | [Images](#) | [Messages](#)

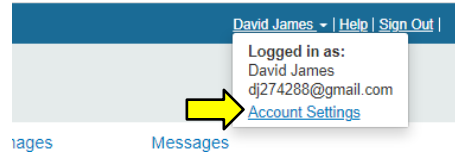
**Pinned**

- My Images  
No My Images Pinned
- Shared Images  
No Shared Images Pinned
- Patients  
No Patients Pinned
- Physicians  
No Physicians Pinned
- Facilities  
No Facilities Pinned

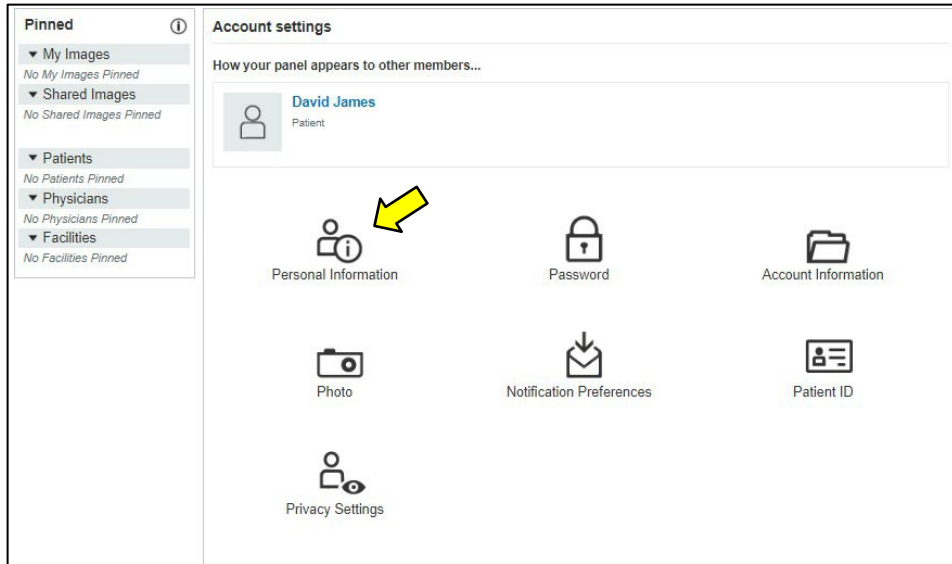
**Common Tasks**

Request Images | Share Images | Upload Images

- In the upper right-hand corner, hover your mouse over your name and then click on Account Settings.



- Click on Personal Information



**Change your user settings**

**Required**

David

James

dj274288@gmail.com

**Optional**

Time Zone Preference (UTC-05:00) Eastern Time (US & Canada)

Date of Birth (mm/dd/yyyy) 12 / 14 / 1988

Male  Female

89 Cows Bed Drive

Address2

Pillar Point

New York

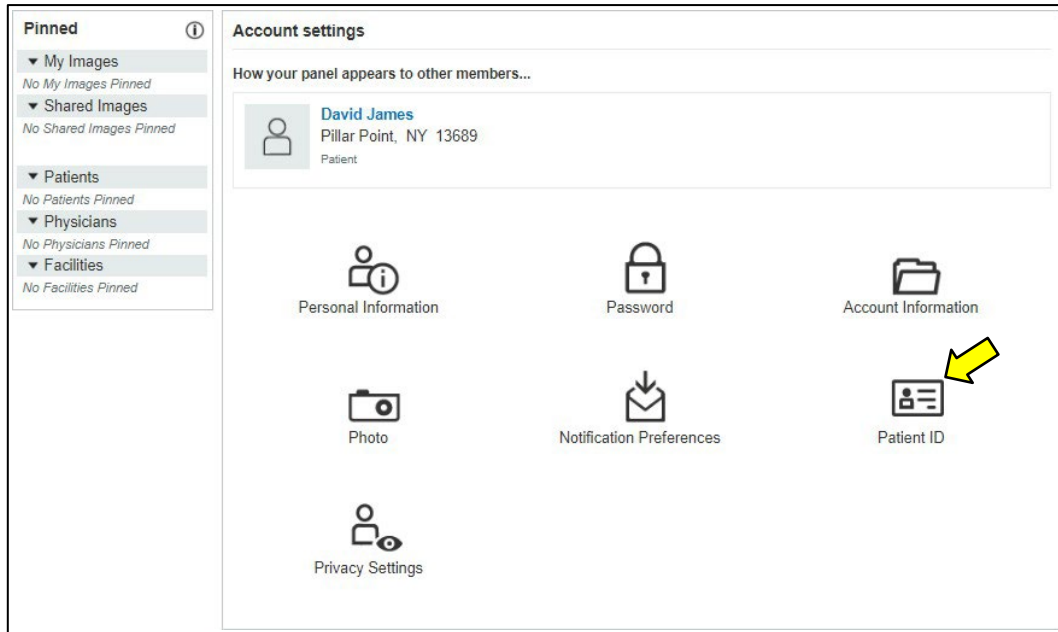
13689

315-123-4567

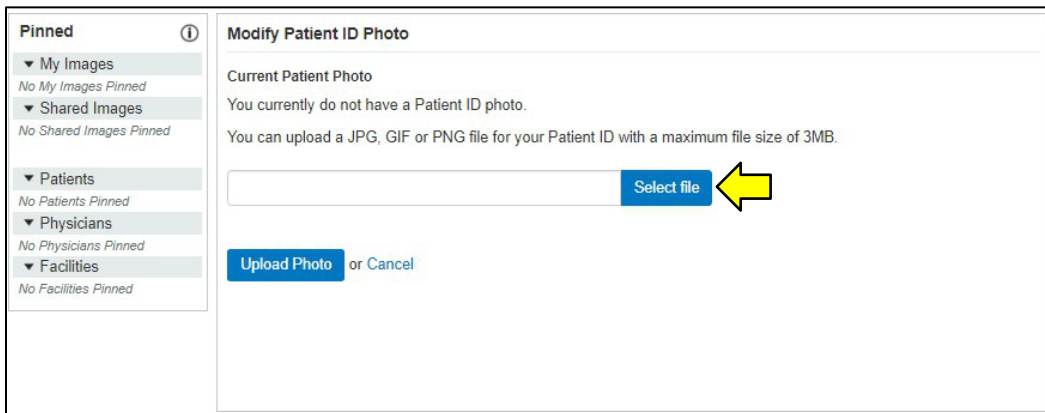
Save or Cancel

- Complete the sections and then click Save. By doing so, any image request forms you complete will have this information automatically added (step #3 in the request images from Radiology Associates of Tallahassee PA section)

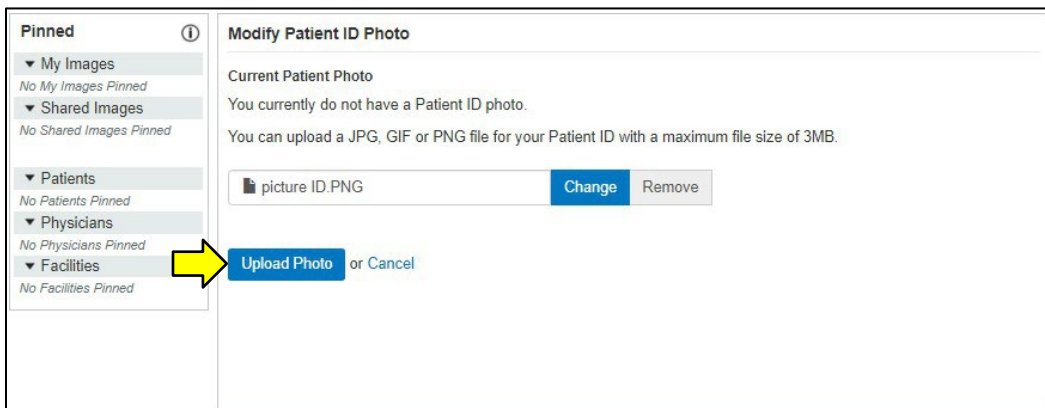
9. Go back to the account settings page and select Patient ID.
10. Please upload a scanned copy or a picture of your driver's license, state ID card, or military ID.



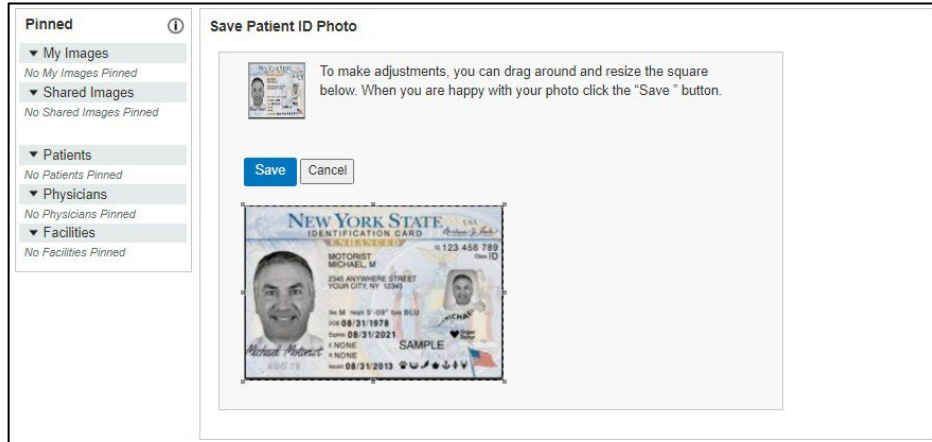
- a. Click Select File button and then find the file containing your ID.



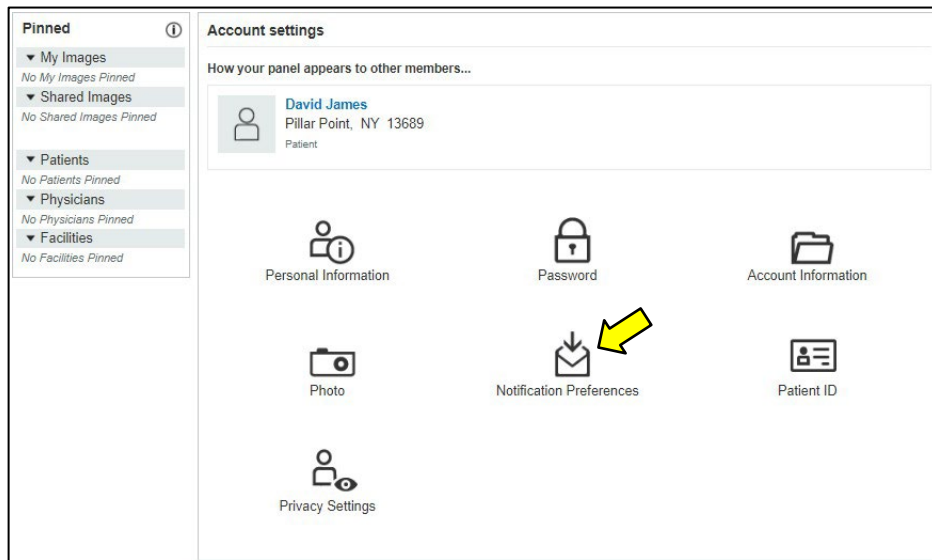
- b. Click Upload Photo



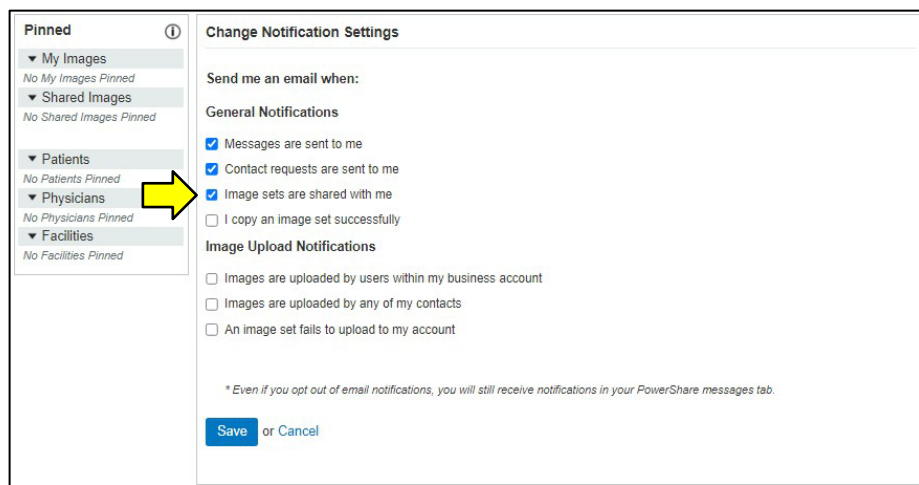
- c. Move the sides, top, and bottom of the crop box to be around your ID. Click the Save button when done.



11. Go back to the account settings page and select Notification Preferences.



- a. Check the box next to 'Image sets are shared with me' and then click Save button.

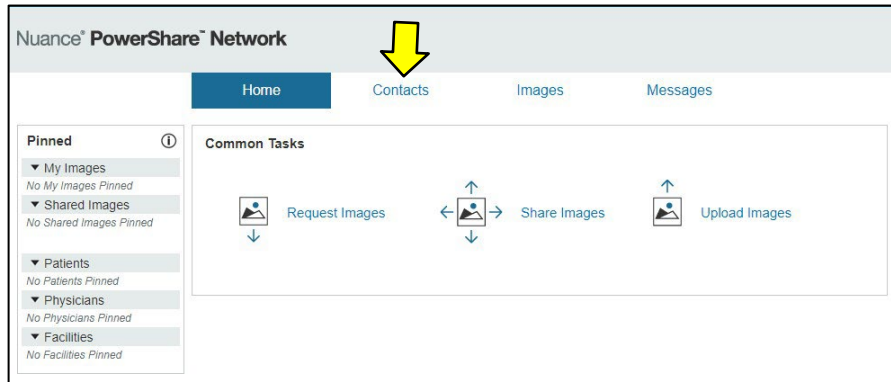


12. Click the Home tab.

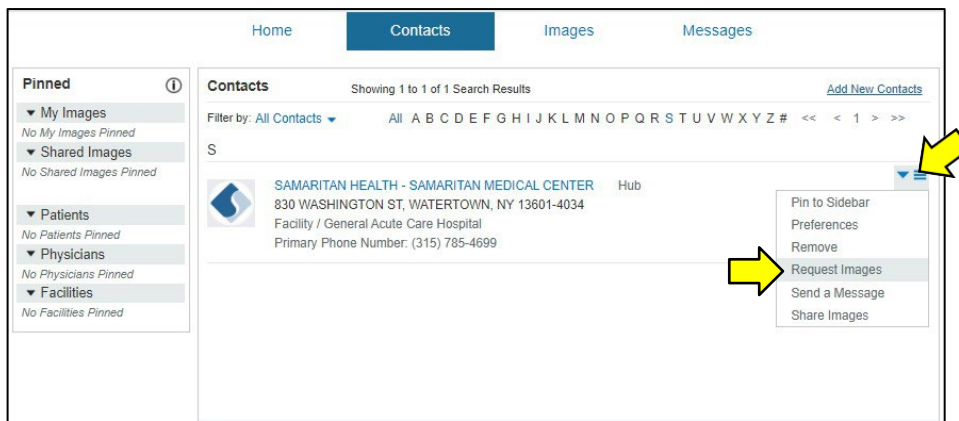
**Great job - Your account is now ready for use.**

## Requesting Images from Radiology Associates of Tallahassee PA

1. Log into the PowerShare website.
2. Click on Contacts tab.



3. All contacts for your account will appear here. Since Radiology Associates of Tallahassee PA sent you an invitation, it will appear here in your contacts list.
  - a) Hover your mouse over the blue triangle to the right of the contact listing.
  - b) From the drop down, click on Request Images



4. A Create Your Image Request form appears.

Any information you completed during your account creation will appear here.

You will need to add information on the images you are requesting.
- a) Choose whether the priority is STAT, Urgent or Routine.
  - b) In the description section, tell us what you need.
  - c) Click the Send Request button

**Pinned** ⓘ

- ▼ My Images  
*No My Images Pinned*
- ▼ Shared Images  
*No Shared Images Pinned*
- ▼ Patients  
*No Patients Pinned*
- ▼ Physicians  
*No Physicians Pinned*
- ▼ Facilities  
*No Facilities Pinned*

### Create Your Image Request

To help identify your images, please fill out the additional information.

**Requested By:**  
**Name:** David James  
**Email Address:** dj274288@gmail.com

**Request will be sent to**  
**Facility:** SAMARITAN HEALTH - SAMARITAN MEDICAL CENTER  
**Address:** 830 WASHINGTON ST, WATERTOWN, NY

**Patient Information**

**Name:** David James  
**Date of Birth:** 12/14/1988  
**Sex:** M  
**Address1:** 89 Cows Bed Drive  
**Address2:**  
**City:** Pillar Point  
**State:** NY  
**Zip:** 13689  
**Phone:** 315-123-4567

[Change Patient Info](#)

**Image Information**

ROUTINE ▼

**Optional**

Image Date

Physician

Modality ▼

Body Part

All chest x-rays and CT studies from May 1, 2020 through today.

*Note: Special characters less than (" $<$ ") and greater than (" $>$ ") will be removed from the description automatically.*

[Send Request](#) or [Cancel](#)

**Note:** If you want images to go to another facility, please type that you want us to send studies to that facility. If not a local facility, please add as much address information as you have to assist us in completing your request.

Example: ***Please send*** all chest x-rays and CT studies from May 1, 2020 through today ***to Roswell Cancer Center, Buffalo, N.Y.***

5. An Image Request Confirmation will appear

**Pinned** ⓘ

- ▼ My Images  
*No My Images Pinned*
- ▼ Shared Images  
*No Shared Images Pinned*
- ▼ Patients  
*No Patients Pinned*
- ▼ Physicians  
*No Physicians Pinned*
- ▼ Facilities  
*No Facilities Pinned*

### Image Request Confirmation

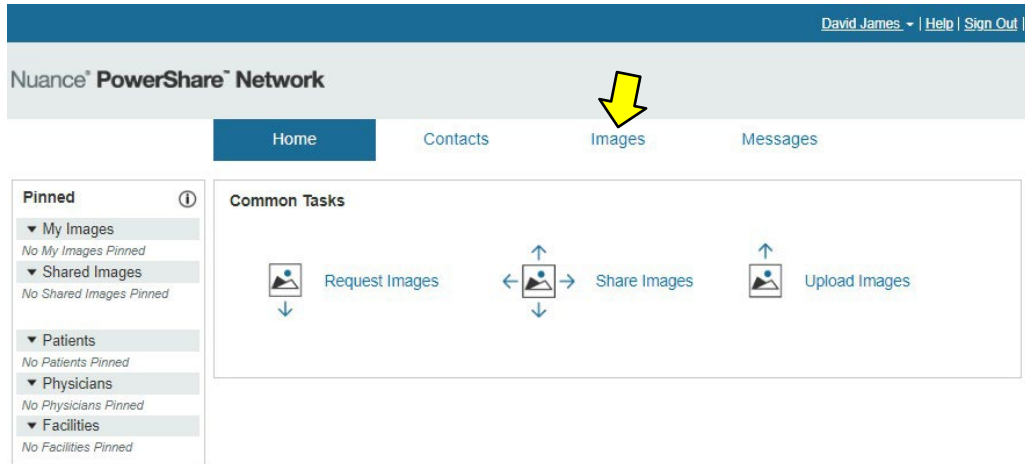
Your image request was successfully sent to SAMARITAN HEALTH - SAMARITAN MEDICAL CENTER.

## Receiving Images from Radiology Associates of Tallahassee PA

1. You will receive an email notification once your images have arrived in your account.



2. Open the PowerShare website and then click on Images tab.



3. A list of studies shared with you appear under All Images

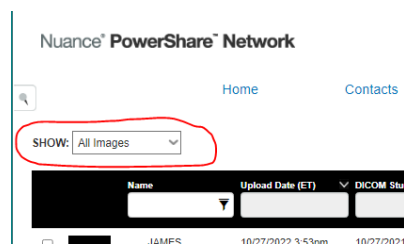
Nuance PowerShare Network

Home Contacts **Images** Messages

SHOW: All Images Refresh Clear Filters

	Name	Upload Date (ET)	DICOM Study Date	Modality	Source	Owner
<input type="checkbox"/>	JAMES DAVID 8/12/1941 559	10/27/2022 3:53pm	10/27/2021 8:00am	CT	SAMARITAN HEALTH - ...	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 596	10/27/2022 3:52pm	10/27/2022 7:40am	CT	SAMARITAN HEALTH - ...	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2021 12:24pm	CR	SAMARITAN HEALTH - ...	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2022 1:39pm	CR	SAMARITAN HEALTH - ...	Shared

4. Studies that are shared with you will appear under All Images.



5. To save your studies to your account, click on the study, then click the Copy button.

SHOW: All Images Refresh Clear Filters Upload Images

	Name	Upload Date (ET)	DICOM Study Date	Modality	Source	Owner
<input type="checkbox"/>	JAMES DAVID 8/12/1941 559	10/27/2022 3:53pm	10/27/2021 8:00am	CT	SAMARITAN HEALTH	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 598	10/27/2022 3:52pm	10/27/2022 7:40am	CT	SAMARITAN HEALTH	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2021 12:24pm	CR	SAMARITAN HEALTH	Shared
<input type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2022 1:39pm	CR	SAMARITAN HEALTH	Shared

Viewer Option: Basic Clinical

Actions: Share these Images, Unshare these Images, View Share History, Download DICOM, **Copy**, Delete Studies

Summary: Name: JAMES, DAVID, DOB: 8/12/1941, MRN: SMC.IAMDAV

To select more than one study, click the box next to the image icon, then click the Copy button.

SHOW: All Images Refresh Clear Filters Upload Images

	Name	Upload Date (ET)	DICOM Study Date	Modality	Source	Owner
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941 559	10/27/2022 3:53pm	10/27/2021 8:00am	CT	SAMARITAN HEALTH	Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941 598	10/27/2022 3:52pm	10/27/2022 7:40am	CT	SAMARITAN HEALTH	Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2021 12:24pm	CR	SAMARITAN HEALTH	Shared
<input checked="" type="checkbox"/>	JAMES DAVID 8/12/1941 2	10/27/2022 3:52pm	10/27/2022 1:39pm	CR	SAMARITAN HEALTH	Shared

Viewer Option: Basic Clinical

4 Studies Selected Show Unselect All

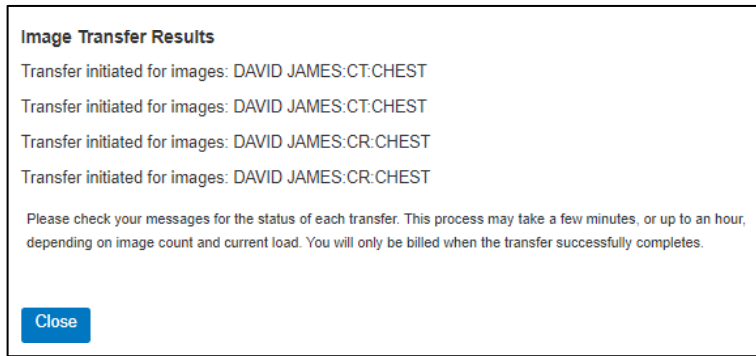
Actions: Share these Images, Unshare these Images, View Share History, Download DICOM, **Copy**, Delete Studies

6. An Image transfer confirmation box appears. Click Confirm to continue.

**Image Transfer Confirmation** ✕

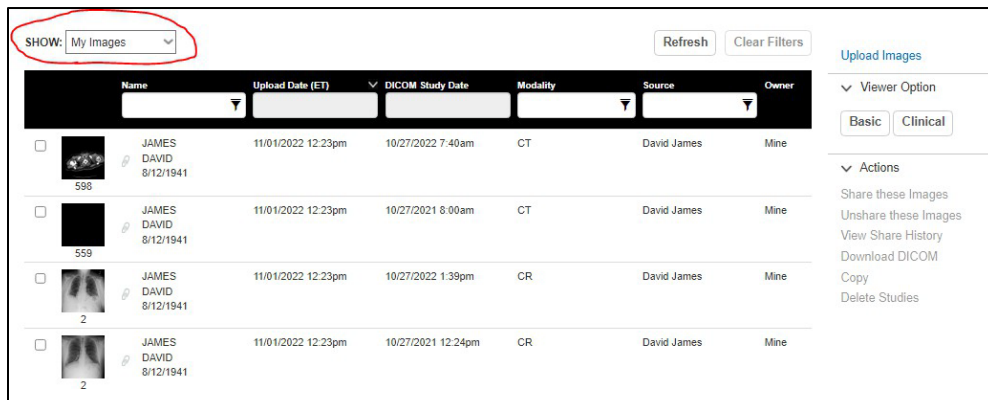
Date	Modality	Body Part	Patient Name	#Images	Status	Cost
10/27/21, 8:00:43 AM.000	CT	CHEST	JAMES, DAVID	559	OK	\$ 0.00
10/27/22, 7:40:12 AM.000	CT	CHEST	JAMES, DAVID	598	OK	\$ 0.00
10/27/21, 12:24:53 PM.000	CR	CHEST	JAMES, DAVID	2	OK	\$ 0.00
10/27/22, 1:39:14 PM.000	CR	CHEST	JAMES, DAVID	2	OK	\$ 0.00
Total						\$ 0.00

7. An Image transfer result box appears. Click Close to continue.



Note: Disregard message “You will be billed when the transfer successfully completes.”  
You have a free account though Radiology Associates of Tallahassee PA.

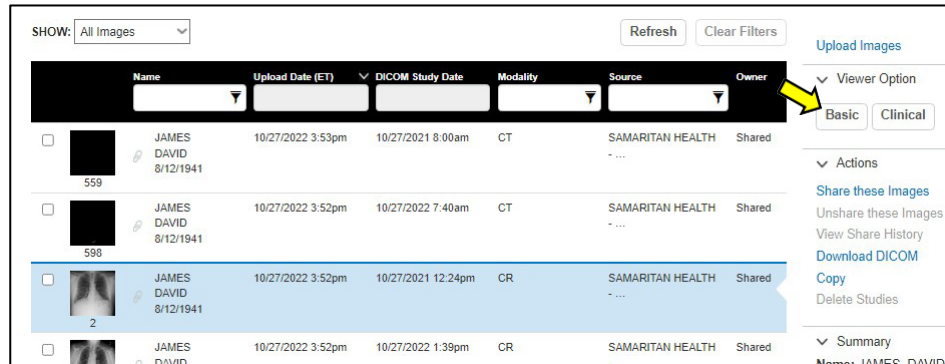
8. Studies that are COPIED are saved to your account and will appear under **My Images**.



The studies are now in your account and available for 45 days.

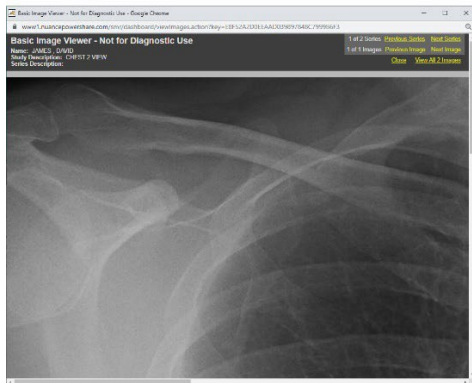
## Viewing Images in PowerShare

Click on the study to highlight it and then click the Basic or Clinical button.

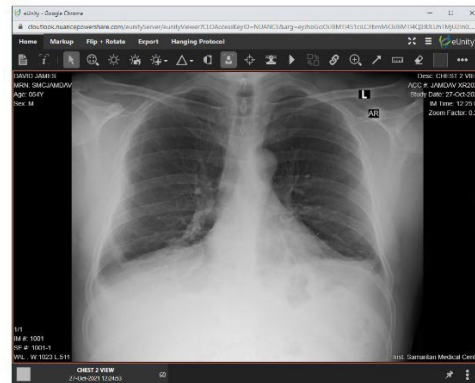


A viewer window will open with the study's images.

### Basic Viewer



### Clinical Viewer



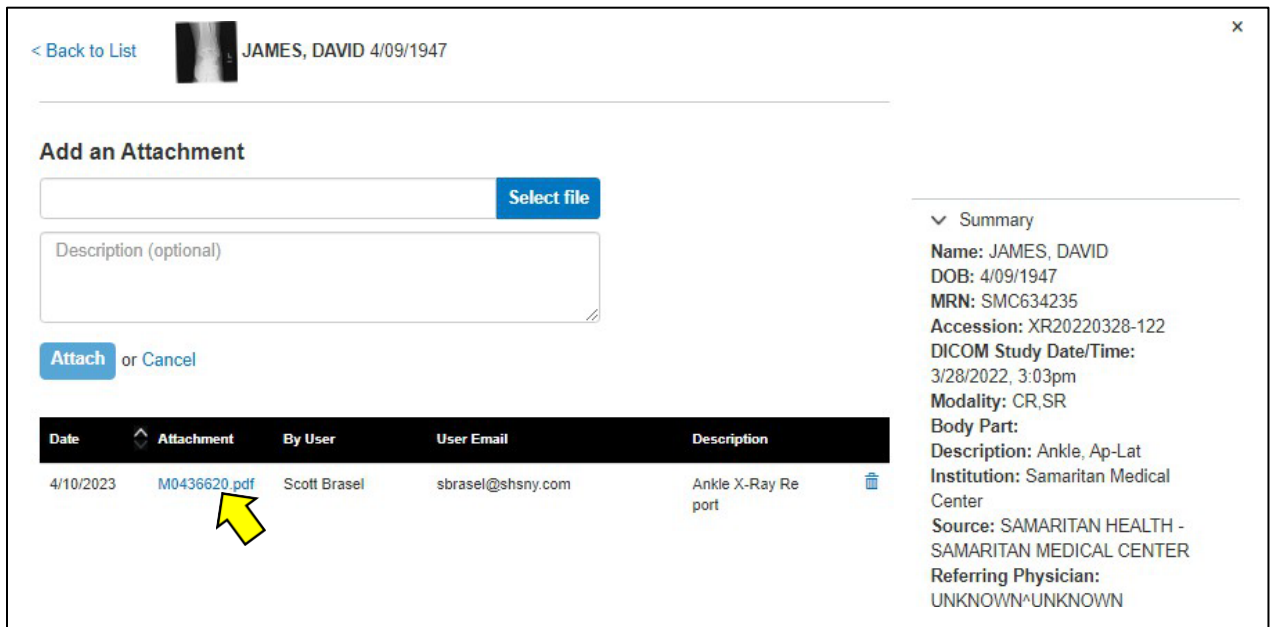
## Viewing Reports in PowerShare

1. Click on the blue colored paperclip to view your report.



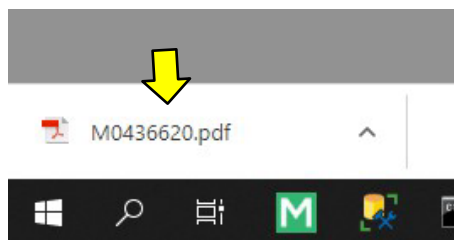
2. A new window will open.

Click on the blue colored attachment name to download the attachment to your PC.

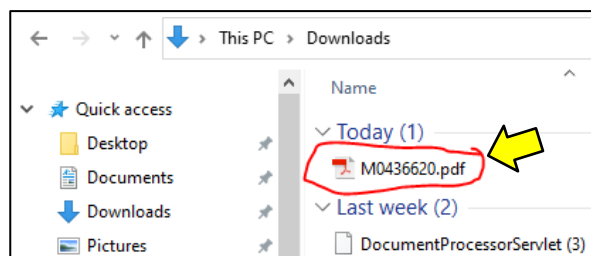


3. To open and view the report, you can either:

- a. double click the file from the download bar at bottom of your browser window.

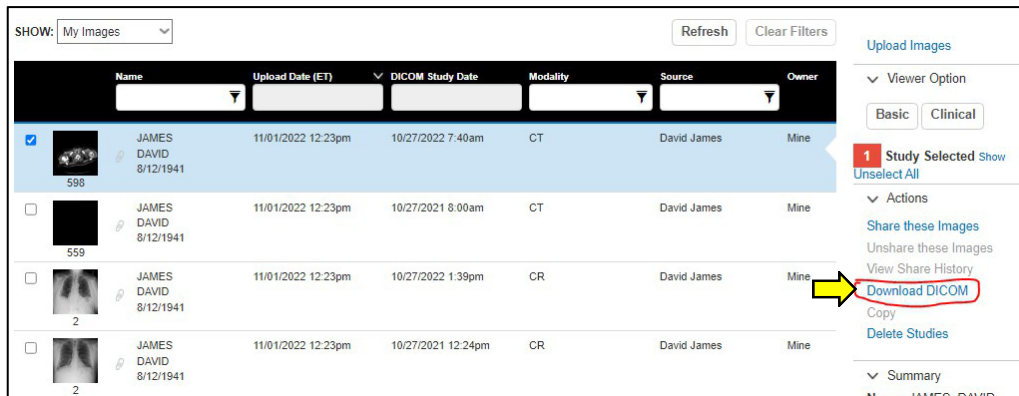


- b. Go to the download folder on your PC to open and view the report.

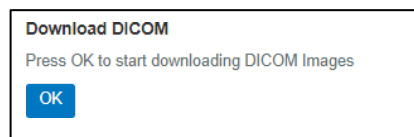


## Downloading Images to Your PC

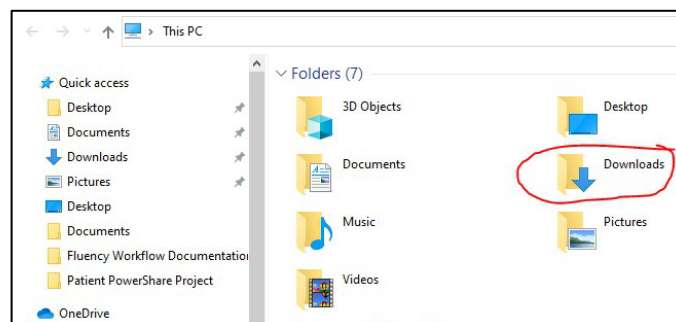
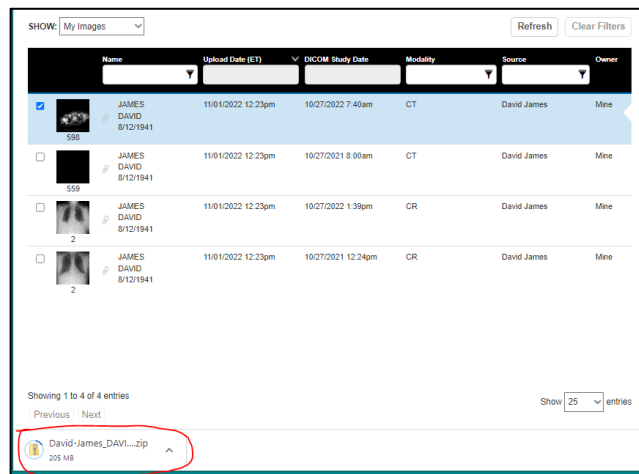
1. Go to My Images
2. Highlight the study you want to download and then click on Download DICOM.



3. A download DICOM box will appear. Click Yes to include the viewer

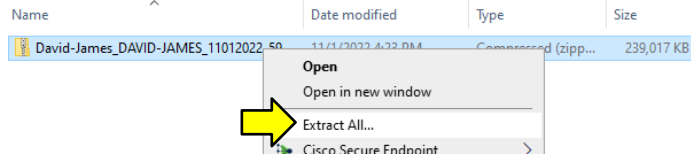


4. A zip file containing the study and the viewer is then downloaded to the Downloads folder on your PC.

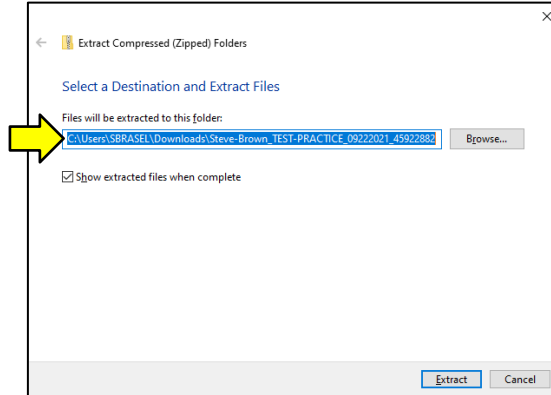


## Viewing Images on Your PC

1. Right click on the zip file and select “Extract All” from the dropdown menu



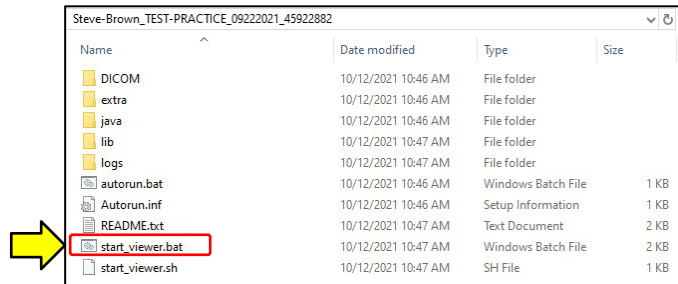
2. Select the destination folder using the Browse button and then click Extract button.



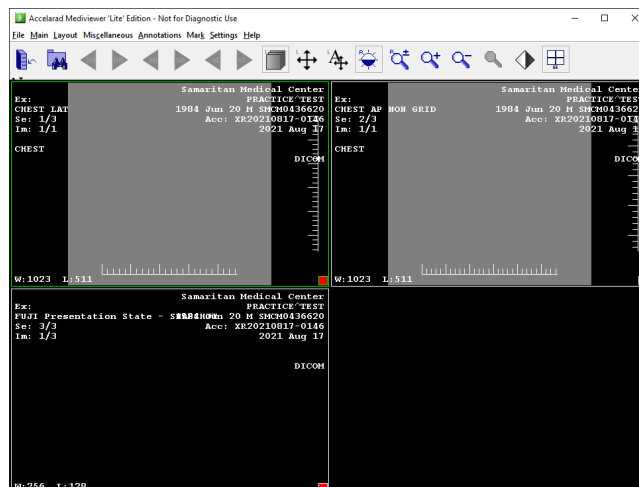
3. The folder containing the extracted files should open automatically.

If it does not, open the unzipped file from the location you extracted the folder to.

4. To launch the viewer, click on “start\_viewer.bat”

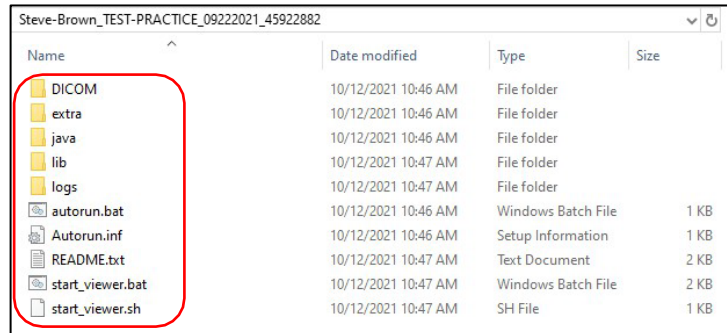


A basic image viewer will open to display your images.



## Create Your Own cd/dvd or USB Copy

1. In the folder containing the extracted files you downloaded, select all the folders and files.



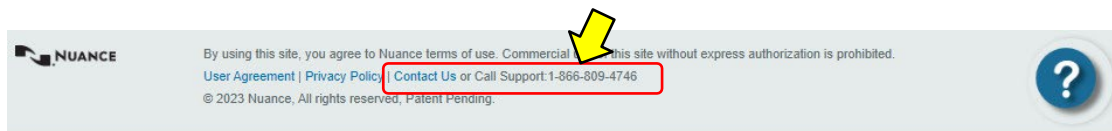
2. Copy and paste those files to your cd/dvd or USB drive.

Once the disc is complete, inserting the disc into a drive should automatically launch the viewer.

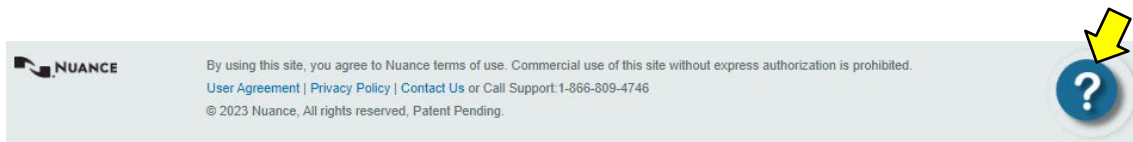
For the USB, you will have to click on the “start\_viewer.bat” file to launch the viewer.

## PowerShare Support

If you are experiencing problems with PowerShare, please call support at **1-866-809-4746**. That number as well as a contact email to PowerShare can be found at the bottom of PowerShare window.



You can also access the “Show Me How To” section once logged into PowerShare by clicking on the blue question mark in the lower right-hand corner.



Click on a title and the website will walk you through the process.

